



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 12, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, April 26, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

MT III

Contract Operations Technician
Region 5/District 8/Executive
Highways
Collinsville

Attachments
40922

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, April 26, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Management Technician III

Salary Range: \$3,855 - \$6,775

Position Title: Contract Operations Technician

Union Position: ☒ Yes ☐ No

Position Number: PW423-23-58-001-00-01

IPR#: 40922

Office/Central Bureau/District/Work Address:

Division of Highways/Region 5/District 8/Executive/1102 Eastport Plaza Drive Collinsville, IL

Description Of Duties:

This position is accountable for processing, maintaining and approving labor compliance by approving Requests for Approval of Subcontractor Reporting and monitoring data from contractors for accuracy and completeness. The incumbent also performs other tasks necessary to complete these tasks and advise the Compliance Officer.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Occasional districtwide travel for onsite visits

The following criteria is desired:

- Knowledge, skill, and mental development equivalent to completion of two years of college preferably with major courses in business, public administration or human resources
- Three to five years of progressive experience in Contractual Compliance or similar auditing activities
- Working knowledge of computers, computer software and databases (Microsoft Office)
- Strong communication, time management and organizational skills
- Ability to maintain a working relationship with fellow employees, various contractors, agency officials and numerous unions with occasional opposing goals
- Experience in completing complex, dynamic projects

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------|-----------------------|--------------------|-------------------------------------|
| DATE: | April 6, 2016 | POSITION: | Contract Operations Technician |
| APPROVED BY: | <u>Jeffrey Keirn</u> | DIVISION: | Highways/Dist.8/Contract Compliance |
| CODE: | PW423-23-58-001-00-01 | REPORTS TO: | Compliance Representative |

POSITION PURPOSE

This position is accountable for the collection, review, editing, and monitoring of subcontractor requests, certified payrolls, monthly labor summary data and training programs.

DIMENSION

| | |
|------------------------------|--------------------------------|
| Average Number of Projects: | 100 – 150 annually |
| Value of Contracts Involved: | \$70 to \$150 million annually |

NATURE AND SCOPE

This position reports to the Compliance Representative.

This position is responsible for the timely collection, editing and monitoring of a variety of personnel data involving contractor labor forces in order to provide the Department and federal agencies with compliance data for their review and approval. These functions are performed within an atmosphere of conflicting human values and goals and numerous regulations and policies governing the objectives and procedures that are to be maintained and accomplished. The incumbent is primarily responsible for obtaining and reviewing subcontractor requests; reviewing contractor's training programs and training progress schedules; and taking the necessary actions to ensure that contractors submit subcontractor requests, payrolls, and monthly labor summary data in accordance with contract requirements and federal and state policies.

The incumbent reviews documentation from construction staff to ensure that prevailing wage rates are being paid, employees are correctly classified and no unapproved subcontractors are working on the project. The incumbent's greatest challenge is to ensure that all contractors and subcontractors comply with the contract requirements of Contract Compliance Training and payroll procedures. This involves working with hundreds of contractors and as many as 800-1,000 prime subcontractor combinations as well as numerous contracts that contain Training Special Provisions and monitoring hundreds of apprentices and/or trainees through the completion of on-the-job training and/or through apprenticeship.

The incumbent must ensure timely distribution of EEO/Contract Compliance Reports in accordance with state and federal regulations. He/She addresses incomplete or incorrect contractors' payroll data at the earliest possible time so as not to delay timely processing of reports. This involves records that are currently being maintained on thousands of individuals. The incumbent reviews, edits, and monitors payrolls, Monthly Labor

Summary Reports, the district EEO/Contract Analysis database; and reviews and edits Requests for Approval of Subcontractors, ensuring that all contract training programs providing training to the number of individuals specified in the contract and in accordance with the U.S. Department of Labor (USDOL). In performing the functions of this position, the incumbent is authorized to approve the Request for Approval of Subcontractor form on behalf of the District.

Daily contacts are with contractors and representatives from other areas of the District, the Office of Business and Workforce Diversity, Central Bureaus of Construction and Small Business Enterprises, as well as occasional contact with representatives from local unions and the Department of Labor. This position may require travel for onsite visits.

The incumbent is evaluated according to the ability to complete the processing and maintenance of the Labor Compliance Program; the review and editing of the input/output data from contractors, and the timely submittal of all required reports.

PRINCIPAL ACCOUNTABILITIES

1. Processes, maintains, and monitors Labor Compliance.
2. Reviews, approves and tracks the Requests for Approval of Subcontractor Reporting Forms.
3. Reviews, edits, and monitors input/output data from contractors to ensure accuracy and completeness.
4. Ensures timely submittals of payrolls, employment forms, Request for Approval of Subcontractor and training data reports to state and federal agencies.
5. Conducts audits of employment payrolls and reviews contract data for discrepancies in employee and contractor/contract information.
6. Monitors and advises the Compliance Officer of craft employment trends and corrective action requirements when and where necessary.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.